

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1953

Field Office Distribution

Notices are available on Internet at <http://www.fsa.usda.gov/dam/forms/notices.asp>. Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at http://165.221.16.90/dam/handbooks/eds_index.htm for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

National Office Distribution

Notices are available on Internet. Handbooks are printed and distributed to the National Office. Handbooks are also available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>.

Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1282 6-23-03	Distributing FY 2003 BU-563R County Office Workload Reports	State and County Offices
BU-647 6-17-03	July 2003 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CM-470 6-19-03	Establishing Global Groups for Geodata	FSA Offices
CM-471 6-23-03	Correcting Double-Cropped Acres and Bases on Farms Resulting From a Farm Division	State and County Offices
CN-955 6-19-03	Deleting Taxpayer Numbers on Cotton Loan Documents	State and County Offices and LSA's
FI-2589 6-18-03	July 1 Due Date for Travel Charge Card Data Reporting to the Office of the Chief Financial Officer (OCFO)	FSA State Offices, KC Complex, St. Louis Complex, APFO, and National Office HRD

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Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
FI-2590 6-19-03	Closing Third Quarter FY 2003 Transactions	State and County Offices and KCFO
FI-2591 6-19-03	Interim Guidance on USDA's Travel Charge Card Program	All FSA Offices and FAS National Office Employees
PM-2366 6-25-03	2003 CED Classification and Pay Plan (C&PP)	State and County Offices

Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
5-DAP Amend. 2 6-18-03	2001 and 2002 Crop Disaster Program	State and County Offices
3-WA (Rev. 1) Amend. 3 6-16-03	Grain Examiners Handbook	Warehouse Examiners and Supervisors

Procedure Notices

None

Obsolete Directives

None

Forms

Users can access the weekly checklist for forms at the FFAS Employee Forms site at <http://165.221.16.90/dam/ffasforms/Actionlist.asp>.

Forms actions are recorded daily in the Forms Management Database which controls the FFAS Employee Forms site. Changed or new data about forms is added to the database daily and these actions may be viewed at the URL listed above, or users may view a weekly compilation of activity by viewing the most recent checklist. If you have problems using this site or accessing the information, contact Angela Coln, Section Head, Forms and Graphics Section by telephone at 202-690-3798 or email to angela_coln@wdc.fsa.usda.gov.

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State Office Reports Calendar

The reports due in July are listed in this table.

Due Date	Title	Directive Requiring Report
7-8-03	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
7-8-03	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
7-8-03	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
7-8-03	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
7-8-03	Interim EQIP Progress Report (CEP-60R)	1-CONSV
7-8-03	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
7-8-03	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
7-8-03	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
7-8-03	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
7-11-03	County Office Work Measurement Report 3 rd Quarter (Work Measurement Counties Only)	12-AO
7-15-03	Late Voucher Report (NAP-1R)	2-NAP
7-15-03	LA Interest Payment Report (NAP-2R)	2-NAP